



# **COPS** Fact Sheet

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## COPS MORE: Grant Modifications

Modifications are any changes made to an approved MORE award. Prior approval of a change in an approved budget is required when (a) the change is in excess of 10 percent; or (b) the utilized saved funds will be in excess of \$1,000 regardless of the percentage. Changes may include but are not limited to increases in equipment, decreases in technology, increases in project costs, or the elimination of any project element.

### Changes Not Requiring a Budget Modification

A non-budget modification request is one that does not require a change in budget categories or a reduction in funding.

For example, a department was awarded 10 laptops, but received a reduced price from the vendor and is now able to purchase 12 laptops. In this case, the department should submit a letter to the COPS Office that includes:

- the department's ORI and the grant number of the award to be modified;
- a short description of the originally awarded items, including the total project cost, funding awarded by the COPS Office, and required level of redeployment;
- a description of the proposed change to the awarded items; and
- a statement explaining how the change will affect the agency's ability to achieve the required level of redeployment awarded under the grant.

The COPS Office reviews modification requests and responds with a letter confirming or denying the modification.

### Changes Requiring A Budget or Full-Time Equivalent (FTE) Modification

A budget or FTE modification request is one that will require a change in budget categories, a reduction in funding, a change in the overall project, or a change to the required level of redeployment awarded under the grant.

For example, a department is originally awarded three civilians and decides to only utilize the funding for two positions. In this case, the department should submit a letter to the COPS Office that includes:

- the department's ORI and the grant number of the award to be modified;
- a short description of the originally awarded items, including the total project cost, funding awarded by the COPS Office, and required level of redeployment;
- a description of the proposed change to the awarded items, budget, and FTE;
- a statement explaining how the change will affect the agency's ability to achieve the required level of redeployment awarded under the grant (for changes in the award amount or project objective please include new demonstration of time savings information); and
- detailed budget sheets reflecting the new total project costs resulting from the modification request.

The COPS Office reviews modification requests and, if approved, sends modified award documents.

### Contact COPS

For more information, please contact the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).